

PORTERVILLE COLLEGE

Academic Senate

EQUIVALENCY PROCEDURES

SECTION 1: Philosophy

- 1.1 The Academic Senate, in establishing procedures for determination of equivalency, support KCCD Board Policies 6G1 and 6G2A, both of which respect the faculty expertise in the selection of qualified instructors and realize affirmative action goals.
- 1.2 The Academic Senate desires a process that is flexible enough to meet the specific demands of a rural community college in the context of a larger district while still attracting highly qualified instructors to meet the needs of students (Board Policy 6G4).
- 1.3 The Academic Senate, in establishing procedures for equivalency, adheres to the principles established by The Academic Senate for California Community Colleges that determination of academic equivalency shall be a faculty-driven process.
- 1.4 Equivalent to the minimum qualifications means *equal* to the minimum qualifications described in Education Code Section 87356, not nearly equal.

SECTION 2: Criteria for Determining Equivalencies to Minimum Qualifications

- 2.1 In determining equivalency, the Academic Senate will adhere to all established KCCD Board Policies that deal with academic equivalency. Equivalency shall be determined by the application of said policies.
- 2.2 Those determining equivalency shall refer to Board Policy, Section 6, Procedure 6G4C1.

SECTION 3: Evidence to Support Equivalence

- 3.1 One or more of the following are needed to support equivalence criteria:
 - 3.1.1 Approved courses taken at colleges and universities accredited by a regional accrediting agency as recognized by the U.S. Department of Education, or through the equivalent, as determined by a formal credential evaluation agency.
 - 3.1.2 Certificate(s) and/or other document(s) verifying that appropriate workshops, seminars, etc. were successfully completed.
 - 3.1.3 A detailed work history, including references, which may include the following:
 - 3.1.3(a) Other work products, including peer-reviewed publications, that

demonstrate the applicant's command of the discipline in question.

- 3.1.3(b) Teaching experience at the post-secondary level that is in the discipline in question.
- 3.1.3(c) Artistic, vocational, performance, or other appropriate portfolio that is in the discipline in question.

- 3.2 For those candidates deemed qualified by equivalency, a written record of evidence of equivalence shall be permanently maintained in the candidate's file by Human Resources.

SECTION 4: Academic Senate Equivalency Committee Membership

- 4.1 The Academic Senate Equivalency Committee (ASEC) shall consist of not less than four full-time faculty members (not including the Academic Senate President) and shall be appointed annually by the Academic Senate President with approval by the Academic Senate.

SECTION 5: A Specific Equivalency Committee

- 5.1 A specific equivalency committee (SEC) shall consist of five faculty members, and one educational administrator. Two members shall be appointed from the ASEC by the Academic Senate President, one shall be the Academic Senate President or designee, one shall be the appropriate Division Chair, and one shall represent the appropriate discipline.
 - 5.1.1 In the event that one person serves as both division chair and discipline expert, three people may be selected from the ASEC.
 - 5.1.2 The educational administrator shall serve as a non-voting member.
- 5.2 The chair of a specific equivalency committee shall be the Academic Senate President. If the Academic Senate President is unavailable, one of the Senate Equivalency Committee members on that particular committee shall chair and the committee shall select its chair at the time it convenes.

SECTION 6: Specific Equivalency Committee Procedures – Full-time Faculty Positions

- 6.1 If upon receiving a candidate's application, Human Resources determines that minimum qualifications are not met and an applicant has submitted an Equivalency Request form, an SEC may be convened (at the request of a hiring committee) to evaluate the application to determine if the candidate meets the equivalency criteria.
 - 6.1.1 The SEC shall make its recommendation in a timely manner and always before a candidate is invited to the campus for an interview.

- 6.1.2 To assure consistency in applying equivalency criteria, the Academic Senate president shall provide a written rationale and evidence to accompany the recommendation.
- 6.1.3 An equivalency shall be granted on a majority vote of the SEC. If the equivalency is not granted, the applicant can reapply for equivalency if further information or documentation is provided.
- 6.2 The determination of equivalency shall be included in the recommendation for employment that is submitted to the KCCD Board of Trustees.

SECTION 7: Specific Equivalency Committee Procedures - Adjunct Faculty positions

- 7.1 If upon receiving a candidates application, Human Resources determines that minimum qualifications are not met and an applicant has submitted an Equivalency Request form, an SEC may be convened for the purpose of establishing equivalency.
 - 7.1.1 When an SEC is not available (due to semester or summer breaks, for example), members of the ASEC may substitute for any other faculty as needed to complete the committee. The Academic Senate President or designee may invite the chair of another division to substitute if the Division Chair is not available, but at no time shall equivalency be determined by a committee that consists of less than the five required faculty members.
- 7.2 Procedures 6.1.1, 6.1.2, 6.1.3, and 6.2 shall then be followed.

SECTION 8: Procedure for Current Faculty to Qualify for Equivalency in a Discipline

- 8.1 Full-time or adjunct faculty seeking for any reason to qualify in a discipline through equivalency shall submit a request to the Academic Senate President, who shall then convene an SEC for the purpose of establishing equivalency.
- 8.2 Procedures 6.1.2 and 6.1.3 shall then be followed.

SECTION 9: Review and Revision

- 9.1 These equivalency procedures shall be subject to review and revision at any time by the Porterville College Academic Senate.

Approved by Porterville College Academic Senate March 22, 2013
Amended by Porterville College Academic Senate October 25, 2013